



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Natural Resources Parks, Recreation & Historic Sites Div. Recreation Services Section 270 Washington St., SW, Room 704 Atlanta, Georgia 30334	Application Number 79-278	Date Received DEC - 7 1979
Application Number		Date Completed DEC 31 1979	
2. Person to Contact Robin Jackson		Working Title Chief, Recreation Services Section	Telephone Number 656-2790
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____ To date _____	5. Records Series Title (followed by title used in office, if different) State Grant Projects		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Recreation Services Section guides and assists recreation providers through the preparation of state-wide plans and issue analyses, through preparation and dispersal of technical publications, through consultation and community assessments, and through funding assistance. The Funding Unit administers various federal and state grant programs for acquisition, development and operation of recreation sites, facilities and services and for conservation employment of youth on public lands. Administration of the grant programs include solicitation and evaluation of applications, fund allocation and management, project inspection to assure compliance with laws and regulations, and grantee reimbursement.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: requesting, administering, and authorizing funds to individual sub-grantees of state grant programs, including Recreation Emergency Fund, Recreation and Park Assistance Fund, Special Appropriations, Special Olympics and Heritage Trust. Included are: Grant Project Files for each sub-grantee with correspondence, applications, cost documentation, evaluations, contracts, land acquisition documents, inspection reports, etc. File is arranged: Numerically by Grant Project Number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____? Seldom, if ever.			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>1</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>10</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other upon completion of then,
Project or upon end of
funding period.

- ☒ Hold in the current files area month(s) year(s); then
- ☐ Transfer to local holding area, hold year(s); then
- ☐ Transfer to State Records Center; hold year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

**until end of year in which final reimbursement occurred.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Robin Jackson</i>	12-4-79	<i>Pat Darrin</i>	12-6-79
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee <i>[Signature]</i>	12-29-79
		Secretary of State/Designee <i>Carroll Hart</i>	12-21-79
		Attorney General/Designee <i>[Signature]</i>	12-28-79